Approved For Release 2005/07/25 : CIA-RDP70-00211R000500070023-3

SECRET

Circulate

25X1

[redacted] C/PSD/OL

[redacted] PSD/DDS/Mgt/S

10 December 1959

[redacted]

25X1

Forms Production, FY '58

1. Per your recent request, here are the best and latest figures available on forms production in FY '58, reduced to the lowest common denominator, i.e., single sheets of paper.

AGENCY FORMS

a.	Cut sheets, tab cards, visible & vertical file cards.	10,845,557
b.	Multiple page forms, sets, pads, etc.	36,502,900
c.	Offset Masters	582,550
d.	Copies made from these offset masters	36,579,900
e.	Hectograph (Ditto) Masters	2,702,660
f.	Copies made from these hectograph (Ditto) masters	69,607,100
	TOTAL PAPERWORK PRODUCTION -RESULTING FROM AGENCY FORMS	156,820,667

OTHER GOVERNMENT AGENCY FORMS

g.	Cut sheets, cards, etc.	614,765
h.	Multiple page forms, sets, pads, etc.	2,800,424
	TOTAL PRODUCTION-OTHER GOVERNMENT AGENCY FORMS	3,415,189

i.	COMBINED TOTAL PAPERWORK PRODUCTION RESULTING FROM ALL FORMS USED BY AGENCY	(160,235,856)

2. Similar data for FY '59 is not available. I would expect it to be no less certainly, perhaps even higher.

3. In predicting trends, I feel that it is safe to assume that as our operations become even more mechanized, particularly with installation of the RCA 501 Computer, volume of copies produced, particularly specialty-type forms such as continuous marginally punched forms and systems forms employing the use of ditto and offset masters, will continue to rise despite valiant efforts on our part to stem the tide. It would be well for you to consider this in your future plans.

4. I do feel that it is appropriate that the PSD Plant be in a better position to produce some specialized printing to take care of those instances in which it is imperative that such forms when

160 000 000

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classified in their blank state be produced. Such operations should be limited though to producing simple snap-out sets not to exceed 6-9 parts. It would also be appropriate to use such equipment in emergency situations when commercial printers cannot meet lead-time requirements.

5. I do not feel though that any major equipment purchase would be warranted. It is my understanding that the present large rotary press can be made more versatile with the addition of a minimum amount of adapting accessories and extra collating equipment. Under no circumstances should the Agency attempt to produce all of our specialized forms printing. Equipment costs would be prohibitive and we could never compete price-wise. Also, it is my understanding that the Joint Congressional Committee on Printing would frown on such competition with industry. Security considerations will not, in a vast majority of instances justify internal printing.

25X1

[redacted]

Distribution:
Original - addressee
2 - RMS (1 for [redacted])
1 - FMB
1 - C/GPB/PD/OL

25X1

25X1 Mgt/S/RMS/FMB/[redacted] 10 December '59)

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